

IT and Windows XP: Practical Activities

Revision about Information Technology (IT)

1. Computer Hardware:
 - a. Input and output devices
 - b. The CPU
 - c. The Computer memory; RAM and ROM
2. Computer Software:
 - a. Operating Systems; Window, Macintosh and Linux.
 - b. Application Programs; MS office 2007 as an example.
3. Open the Control Panel and My Computer.
4. Switch between opened windows.
5. Display them in a vertically tiled view.
6. Close all opened windows.
7. Change your View option to Details.
8. Change the Desktop background.
9. Change the Screen server.
10. Change the Screen accuracy.
11. Change date and time.
12. Change folder option.
13. Create new account.
14. Change the mouse option.
15. Arrange files by size, date, name and type.
16. Selecting folders or files
17. On the desktop, create a new text with name file that contains your name.
18. Rename the text file to “cc.txt”.

19. Create a new folder with the name “myfolder” on the disk “D:” and then create subfolders “f1” and “f2” inside “myfolder”.
20. Copy the file “cc.txt” to the folder “f1”.
21. Move the folder “f2” to the disk E:
22. Make the file “cc.txt” a hidden file.
23. Delete the folder “f2”.
24. Open accessories to get training on the programs; calculator, paint and WordPad.

IT and Windows XP: Quiz

1. With suitable applications installed, PCs can process graphics as well as text.
 - a. True
 - b. False
2. Peripheral devices are part of hardware?
 - a. True
 - b. False
3. The speed of the Central Processing Unit is measured in
 - a. Megahertz
 - b. Hectares
 - c. Revolutions per minute.
 - d. Bits per second
4. It helps you input data and give commands.
 - a. Pointer
 - b. Mouse
 - c. Keyboard.
5. Which one of these is computer software?
 - a. Monitor
 - b. Windows
 - c. System case
 - d. Scanner
6. Which one of these is application software?
 - a. Graphics card
 - b. Word processing
 - c. Central Processing Unit (CPU)
 - d. Hard Disk
7. Which of these computer types is the fastest at performing computer calculation?
 - a. Mainframe computer
 - b. Laptop
 - c. Server
 - d. Personal computer
8. Which part is NOT a storage device?
 - a. CD-ROM
 - b. Hard Disk
 - c. Printer
 - d. Zip Disk
9. When you use a PC, you are using a
 - a. Programmable console.
 - b. Powered calculating machine.
 - c. Personal computer.
 - d. Processing contraption.
10. This term describes the tangible (able to touch) parts of a computer system
 - a. Hardware
 - b. Software
 - c. Shareware
 - d. Freeware
11. A Zip Disk is a storage device.
 - a. True
 - b. False
12. Which one is a storage device?
 - a. CPU
 - b. Headphones
 - c. Floppy Disk
 - d. Modem
13. CPU means
 - a. Central Processing Unit
 - b. Controlled Program Utilization
 - c. Computer Programming Unit
 - d. Computerized Processing Unit
14. Windows is
 - a. A kind of operating system.
 - b. A graphics display device.
 - c. A video game.
15. The hard drive in the computer is usually
 - a. Drive A.
 - b. Drive B.
 - c. Drive C.
 - d. Drive H.
16. Which one of these are operating systems?
 - a. Linux
 - b. Outlook
 - c. Internet Explorer
 - d. Google

17. It is best to press the power switch on your CPU to restart your computer when it freezes up.
- True
 - False
18. Which one of the following has a significant influence on the speed a computer performs?
- Installing new application.
 - Installing a smaller monitor.
 - Increasing the amount of RAM.
 - Adding a CD-ROM drive
19. It enables ALL the other programs to run.
- An application program
 - An operating system
 - A programming language
 - Microsoft Word
20. Which one of the following devices can be used to input data to a computer?
- Printer
 - Plotter
 - Keyboard
 - Speaker
21. Which one of the following devices can be used to output data to a computer?
- Keyboard
 - Printer
 - Mouse
 - Scanner
22. Which one of the following devices can be used to output and input data
- Keyboard
 - Printer
 - Light pen
 - Touch screen
23. Which one of these types of storage provides the fastest access to data?
- Zip disk
 - Floppy diskette
 - Hard disk
 - CD-Rom
24. A computer's operating system
- Is the last program to load when you start the computer.
 - Does not control devices connected to the pc.
 - Is not necessary on high-powered personal computers.
 - Instructs the screen to display data entered with the keyboard.

Microsoft Word 2007: Practical Activities

1. Create a new Word 2007 document.
2. Save this document as 'test.docx' on the desktop.
3. Save previous document as a web page.
4. Close the open document without closing the application.
5. Type this text in the previous document

Assiut University

Faculty of science

Math Department

6. Change the font size to 16 points with type "Arial" then change the color of the first line to red.
7. Add a bullet list to the previous text.
8. Replace the word "Science" with the word "pharmacy".
9. Copy the format of the first line and then apply it to the third line.
10. Change this selected paragraph to be coordinator on the two sides.
11. Make spacing above the paragraph 12 points; add a left indent of 1 to this paragraph.
12. Add a page break at the end of the paragraph.
13. Create a header with the word "Faculty of Pharmacy", and footer with the current date.
14. Let the page size of this document to be A4.
15. Print 5 copies of the current page of this document.
16. Display the non-printing characters in this document.
17. Type the following text: "We must improve our product range" then insert the copyright symbol © at the end.

18. In the previous text find the word “improve” and replace it with the word “progress”.
19. Type the following text: “Temperature in the Indian plains can reach 50°C” and make the selected text looks like this: 50°C.
20. Insert this table in a new word document.

Students Grades					
Subject	Math	Computer	Physics	Chemistry	Total
<i>First student</i>	90	70	80	60	300
<i>Second student</i>	73	83	100	65	321
<i>Third student</i>	50	70	60	80	260

21. Insert a new row at the end of the previous table.
22. Change the first row height to be 2.5.
23. Modify the border style of the first row to a double line.
24. Sort the data in this table in descending order according to the total degree.
25. Delete the third row and all of its contents.
26. Delete the previous table.
27. Insert a new image, from my picture folder, to a new document.
28. Copy the previous image to a new document called ‘test’ document.
29. Use the undo command to reverse this action.

Microsoft Word 2007: Quiz

1. Which button is used to save our documents?
 - a. Home Button
 - b. Microsoft Office Button
 - c. Insert Button
2. What is Microsoft Word?
 - a. It is a typing tool.
 - b. It is a calculating tool.
 - c. It is a computerized tool.
3. Which tabs on the Ribbon do we use to cut and paste?
 - a. Home Tab
 - b. Tools Tab
 - c. Edit Tab
4. Keyboard shortcut for CUT command is __.
 - a. Ctrl + Z
 - b. Ctrl + Y
 - c. Ctrl + X
5. Which tabs on the Ribbon use to layout the page of a document?
 - a. Home Tab
 - b. Page Layout Tab
 - c. Review Tab
6. You use Insert Tab to put header and footer in a document.
 - a. True
 - b. False
7. After you deleted or choose Cut, the data is gone and you cannot get it back.
 - a. True
 - b. False
8. What page view can you use to see what it will look like when printed?
 - a. Draft View
 - b. Reading View
 - c. Outline View
 - d. Print View
9. What button is this? 
 - a. Copy
 - b. Paste
 - c. Painter
10. On what tool bar do you need to be on to select the ruler?
 - a. Home
 - b. Developer
 - c. Page Layout
 - d. View
11. What can be shown on the status bar?
 - a. Name of document, insert button, spell check
 - b. Number of pages in the document, word count, spelling/grammar check
 - c. Size of Margins, word count, web layout
12. What is NOT on the home ribbon?
 - a. Change Styles
 - b. Columns
 - c. Color of Font
 - d. Font
13. What is the name of the small tool bar at the top that can show the save disk?
 - a. Title Bar
 - b. My Documents
 - c. Quick Access
 - d. Find Me
14. To make the text at the center, click Left Alignment in the Home Tab.
 - a. True
 - b. False
15. What ribbon will you need to add a chart?
 - a. Insert
 - b. Reference
 - c. Page Layout
 - d. View

16. In the _____ dialog box you can change both Line and Paragraph spacing.
- Paragraph
 - Line
 - Format Spacing
 - None of the above
17. What is NOT on the insert ribbon?
- Thesaurus
 - Shapes
 - Page Numbers
 - Clip Art
18. To insert clipart, you need to go to Insert Tab then click ClipArt.
- True
 - False
19. Which ribbon shows what fonts are available for use?
- View
 - Reference
 - Home
 - Page Layout
20. What ribbon do you use to change margins?
- Insert
 - Page Layout
 - Home
 - View
21. How many scroll bars can be visible on the text area if your document is over 100%?
- Two
 - One
 - Three
22. After you have opened a saved document where can you find the name of the document?
- Status Bar
 - Button
 - Quick Access Bar
 - Title Bar
23. To create a New, Blank Document, click the Microsoft Office Button and then select New from the menu.
- True
 - False
24. The Quick Access toolbar can only be changed from the Review tab.
- True
 - False
25. Copy/Paste commands are located on ____.
- Review tab
 - Formatting tab
 - Home tab
 - Insert tab
26. The ____ wavy line indicates a spelling error.
- Blue
 - Purple
 - Red
 - Green
27. Text or an image can be formatted as a hyperlink.
- True
 - False
28. You must download all templates from Microsoft Office Online.
- True
 - False
29. The Bullet command is located on the _____ tab.
- List
 - Insert
 - Home
 - Review
30. Change the _____ to make a document appear in landscape format.
- page orientation
 - page margins
 - paper style
 - none of the above

31. The Header and Footer commands are located on the _____ tab.
- Home
 - Insert
 - Header Tools
 - Page Formatting
32. How do you cut text in Word?
- CTRL + X
 - Right-click menu
 - Home tab
 - All of the above
33. If you press CTRL + A, what will be selected?
- The entire document
 - The current line
 - The current paragraph
 - The current word
34. Which of the following is not a type of alignment?
- Full
 - Left
 - Center
 - Right
35. How do you set your default font?
- Options dialog
 - Font dialog
 - Save dialog
 - All of the above
36. You have formatted your document using the Modern style set, but you want the colors to be grey. What should you do?
- Pick a different style set
 - Pick a different color scheme
 - Change the page background color
37. You have just typed an entire paragraph with Caps Lock on. What do you do now?
- Retype the paragraph
 - Press CTRL+SHIFT+C
 - Use the Change Case command on the Home Tab
38. Where will you find the command to insert a Table of Contents?
- References tab
 - Insert tab
 - Home tab
 - Review tab
39. What can you do with selected text?
- Apply bold formatting
 - Delete it
 - Remove formatting
 - All of the answers are correct
40. What are the three basic font effects?
- Superscript, subscript, strikethrough
 - Prescript, postscript, sans serif
 - Bold, italic, underline
41. Which of the following commands is not included on the Page Layout tab?
- Themes
 - Margins
 - Page Numbering
 - Paragraph spacing
42. Which of the following is not a method of closing a Word document?
- Alt + F4
 - Windows taskbar
 - CTRL + C
 - File > Close
43. If you open a saved document on your desktop, make some changes and then click SAVE, what happens?
- The original file is deleted
 - A new file is created on the desktop
 - The original file is updated with the changes
44. By default, where in the Word window is the vertical scroll bar?
- Left
 - Right
 - Bottom

Microsoft Excel 2007: Practical Activities

1. Open a new Microsoft Excel Spreadsheet and do the following:
 - a. Enter the following data in sheet 1
Type "January" in Cell A1
Type "February" in Cell B1
 - b. Using the Autofill tool to fill in all the months of the year in the rows below.
 - c. Using the Column width arrow in the Column header, drag the Column wide enough to fit all the names of the months.
 - d. Select Column A and choose the font "Algerian Text".
 - e. Click on the Italics tool in the Home tab to make all the text in Column A Italic.
 - f. Format cells A4 through A10: Bold
 - g. Format all cells Centered and Blue
 - h. Save as "Months" and close.
2. Open your Excel Spreadsheet "Months"
 - a. Click and highlight cells A1-A6 and choose the center align the text.
 - b. Starting in Cell B1 through to B9, type the numbers from 1 to 9.
 - c. Select the text in Column B and choose the left align the text.
 - d. In Cell A14 type January.
 - e. In Cell B14 type February.
 - f. Autofill the rest of the months until December.
 - g. Adjust the size of the Rows if need be to fit all the text.
 - h. Click on the Column A and make the Column width 16.00.
 - i. Click on Column D and change the Column width to be 21.00.
 - j. Save and close.
3. Start a new Microsoft Excel Spreadsheet and do the following:
 - a. In sheet 1, type the following series, 1,2,3,...,100, in column A.

- b. In column A In sheet 2, write this values $X = (10,20,30,40,50)$
 - c. In column B compute the expression $Y = 3*X+1$
 - d. Draw a chart between X and X using “scatter xy”.
 - e. Move the chart to a new sheet.
 - f. Add a new sheet and rename it to “grades”.
 - g. Delete the grades sheet.
4. In sheet 1 in a new Microsoft Excel Spreadsheet type the following data, 82.2, 89.2, 77.6, 66, 95, 78.9 and 66.4, then compute the following
- a. The Summation of all values.
 - b. The mean value of those values.
 - c. The maximum value.
 - d. The minimum value
5. Open a new Microsoft Excel Spreadsheet and do the following:
- a. Type the following table in sheet 1 (columns A, B, C, and D)

Name	Math	Computer	physics
Ali	85	74	65
Mohamed	74	66	78
Noha	85	91	90
Ahmed	87	78	86

- b. Sort the data in the table by the name alphabetical.
- c. In column E, compute the average of each student
- d. In column F, stat whither the student is “Pass” or “Fail”, where a student are “Fail” if his average less than 60.

Microsoft Excel 2007: Quiz

1. What term describes a group of cells?
 - a. Range
 - b. Column
 - c. Command
 - d. Cell group
2. Each time you save a worksheet, you must open the Save As dialog box.
 - a. True
 - b. False
3. You can use the “Go To” command to preview a worksheet before you print it.
 - a. True
 - b. False
4. How are columns identified in a worksheet?
 - a. Numbers
 - b. Symbols
 - c. Letters
5. How are rows identified in a worksheet?
 - a. Numbers
 - b. Symbols
 - c. Letters
6. You can preview a worksheet before printing by clicking the Print Preview button.
 - a. True
 - b. False
7. A text label automatically aligns to the ____.
 - a. Left
 - b. Center
 - c. Right
 - d. Top
8. To change the cell appearance, you must click on the Office Button and select save command.
 - a. True
 - b. False
9. Deleting a row or column erases the data contained in the row or column.
 - a. True
 - b. False
10. It is an instruction used by Excel to perform a calculation.
 - a. Comment
 - b. Operator
 - c. Formula
 - d. Virus
11. The intersection of a column and a row on a worksheet is called a/an
 - a. Formula
 - b. Cell
 - c. Address
 - d. Default
12. The way to view different locations on the worksheet without changing the active cell.
 - a. Scroll
 - b. Arrow to another cell
 - c. Type the cell reference in the name box
13. The orientation command can be found on the orientation ribbon.
 - a. True
 - b. False
14. Which of the following symbols must be entered in a cell before the rest of the formula?
 - a. *
 - b. /
 - c. =
15. Which formula is NOT a correct formula to average the numbers in column B?
 - a. =sum(b1+b2+b3)/3
 - b. =average(b1:b3)
 - c. =average(a1+a2+a3)/3
 - d. =sum(B1:b3)/3

16. Which of the following is NOT a valid formula that will calculate a value in a worksheet?
 - a. =b2*d2
 - b. b2/c18
 - c. =A1 +A2 +A3
 - d. =a1+a2+b7+d3
17. A value automatically aligns to the ____ in a cell.
 - a. Left
 - b. Center
 - c. Right
18. Which of the following is not considered a mathematical operator in an Excel formula?
 - a. /
 - b. *
 - c. !
19. As you enter data in a cell, it appears (at the same time) in the _____.
 - a. Function dialog box
 - b. Adjacent cell
 - c. Formula bar
20. A text entry in a cell is considered a
 - a. Value
 - b. Numeric label
 - c. Label
21. Excel displays which of the following to tell you to increase the column width?
 - a. @@@@
 - b. *****
 - c. #####
22. The location of a cell in a worksheet identified by the column letter and row number is called
 - a. Cell reference
 - b. Formula bar
 - c. Crossroad
 - d. Channel
23. The work area in Excel used for calculating and made up of columns and rows, and separated by gridlines is called the
 - a. Formula bar
 - b. Screen
 - c. Worksheet
 - d. Cell
24. The button that used to find sum, min, max, averages, and other mathematical procedures.
 - a. Insert function
 - b. Conjunction function
 - c. Procedural insert
25. To write a formula so the amount you are multiplying by doesn't move from cell to cell, you can use the symbol ____.
 - a. #
 - b. \$
 - c. =
26. Microsoft Excel is used to
 - a. Make graphs for WMP
 - b. Write research papers.
 - c. Make reports and worksheets that use mathematical functions.
27. Which formula was created by clicking on the autosum and dragging from a1 to a3?
 - a. =sum(a1:a3)
 - b. a1:a3
 - c. =a+a2+a3
28. Which formula would you use if you wanted to add all of the numbers in row 2?
 - a. 20a+8b+28c
 - b. =sum(a2+b2+c2)
 - c. =add a2 to c2
29. It displays the names of each sheet at the bottom of the workbook.
 - a. Sheet buttons
 - b. Sheet titles
 - c. Sheet sections

30. The bar that allows you to enter values and perform calculations in a spreadsheet.
 - a. Numbers bar
 - b. Math bar
 - c. Calculation bar
 - d. Formula bar
31. Which cell is to the left of cell E4?
 - a. F4
 - b. D5
 - c. D4
32. Which formula is properly written?
 - a. Sum a4:b4
 - b. a4+b4
 - c. =sum(a4+b4)
33. The default number of worksheets in a workbook is 3.
 - a. True
 - b. False
34. What is the name given to the intersection of a row and a column in a spreadsheet?
 - a. Square
 - b. Cell
 - c. Block
35. Which keyboard command moves to the beginning of a worksheet (cell A1)
 - a. Ctrl + Home
 - b. Ctrl + End
 - c. Home
36. Which of the following is not a tab on the Excel Ribbon?
 - a. Formulas
 - b. View
 - c. Home
 - d. Font
37. The name of Microsoft spreadsheet program is
 - a. Excel
 - b. Word
 - c. PowerPoint
38. A formula can be copied from one cell to another.
 - a. True
 - b. False
39. If I need to find the highest number, which function should I use?
 - a. Minimum
 - b. Maximum
 - c. Average
 - d. Sum
40. A worksheet can contain many workbooks.
 - a. True
 - b. False
41. Which filename extension is used for Excel workbooks?
 - a. .html
 - b. .xlsx
 - c. .docx
42. If A1= 30, A2 = 20, to multiply these two cells and show output in C6, write _____ in C6.
 - a. = Multiply A1:A2
 - b. =30*20
 - c. =A1*A2
43. The Formulas tab contains commands for _____.
 - a. Editing data
 - b. Logical and mathematical functions
 - c. Creating charts
44. Which one of the following statements is false?
 - a. AA3000 can be the name of a cell.
 - b. You can enter data in the formula bar.
 - c. A valid cell reference is 34A.
45. You can enter a formula by typing it directly into a cell or by using the Formula Bar.
 - a. True
 - b. False

Microsoft PowerPoint 2007: Practical Activities

1. Create a new presentation with name “first.pptx” and do the following:
 - a. Type "**This is my first slide**", by default, when you open the PowerPoint a slide is loaded and ready for editing.
 - b. Change the format of the previous phrase to be (Times new roman, size=20, bold, blue color, shadow).
 - c. Create a second slide with a title and content and type “Assiut University” in the title section, and type the next sentences in the content section
 - Faculty of science
 - Faculty of medicine
 - d. Insert the slide number in each slide.
 - e. Insert the current date/time in the first slide.
 - f. Change the background of all slides, you can use any of the following: a color (solid fill, gradient fill) – a texture fill – a picture from file.
 - g. Insert the logo of your faculty in the first slide (if it's available otherwise insert any picture).
 - h. Resize the logo and move it to the top right-hand corner of your slide.
 - i. Change the format of your logo (border = 6 pt, effects = reflection).
 - j. Create a third slide that contains
 - **Title:** "Faculty of science".
 - **Text:** "This table shows number of students per year"

year	2011	2012
number of students	600	500

- k. Choose a suitable form from different layouts.
- l. Change the order of second slide to be the first one.

- m. View the slides in the normal view.
 - n. Delete the second slide.
 - o. Show your presentation using the slide show.
2. Save the previous presentation as “yourname.pptx” file on your desktop and save another copy as “yourname.ppsx”. Observe the different between two extensions.
3. Create a new presentation;
- a. In the first slide introduce yourself.
 - b. In the slide 2, type the following sentences using increase/decrease list level

❖ **Faculty of science**

- **Math department**

- o Computer science

- **Physics department**

- c. In the slide 3 insert a chart to illustrate the next data using (scatter xy)

Time	1	2	3
Temp.	20	40	65

- d. Insert a callout shape in the fourth slide and insert a text box in the shape.
 - e. Modify the presentation theme to be “Flow” theme and colors to be “Apex”.
 - f. Change the transition style to be wedge, transition speed Medium.
 - g. Add the following animations for the chart in the third slide:
 - i. For the entrance use “blinds”
 - ii. For the emphasis use “Grow”
 - iii. Use “Diamond” for the exit.
 - h. Save your presentation on disk “D:” and create a shortcut on the desktop.
4. Find all PowerPoint files in your computer.

Microsoft PowerPoint 2007: Quiz

1. PowerPoint's _____ view is the default view.
 - a. Outline
 - b. Normal
 - c. Slide show
2. It creates a higher level paragraph.
 - a. Placeholder
 - b. Promoting
 - c. Demoting
 - d. Line wrap
3. You need to select a new background every time you add a slide to your presentation.
 - a. True
 - b. False
4. Effects that are added in a PowerPoint are called
 - a. Pictures
 - b. Clip art
 - c. Animations
5. Slides in a PowerPoint presentation can have as many bullets on them as needed.
 - a. True
 - b. False
6. A(n) _____ is a special visual and sound effect applied to text or content.
 - a. Hyperlink
 - b. Animation
7. The application used to make a presentation:
 - a. Microsoft PowerPoint
 - b. Microsoft Excel
 - c. Microsoft Word
 - d. Microsoft Clipart
8. To add header, footer, and page numbers on every slide go to
 - a. Outline view
 - b. View menu
 - c. Search command
 - d. Insert
9. Which font size would be the smallest?
 - a. 10
 - b. 12
 - c. 14
 - d. 16
10. Which text would be the darkest?
 - a. 14 point italicized
 - b. 10 point underlined
 - c. 14 point bolded
 - d. 10 point regular
11. To see what your slides will look like when printed, you should use:
 - a. The printer
 - b. Print preview
 - c. Outline view
 - d. Slide pane view
12. To create a PowerPoint presentation quickly, you can use:
 - a. A blank presentation
 - b. A picture
 - c. A wizard
 - d. A template
13. What is this icon? 
 - a. Insert Symbol
 - b. Italic
 - c. numbering
 - d. Underline
14. What is this icon? 
 - a. Insert Picture From File
 - b. Line spacing
 - c. Undo
 - d. Copy
15. What icon is this? 
 - a. Next Comment
 - b. Copy
 - c. Insert Picture From File
 - d. Font color

16. What is this icon?



- a. Header and footer
- b. From beginning
- c. Handout master view
- d. From current slide

17. What is this icon?



- a. Header and footer
- b. Hide background graphics
- c. Hide slide
- d. Shapes

18. What is this icon?



- a. Header and footer
- b. Save
- c. Handout master view
- d. From current slide

19. What is this icon?



- a. Line Numbers
- b. Microsoft Office Word Help
- c. Insert Symbol
- d. Paste

20. What is this icon?



- a. Insert Page and Section Breaks
- b. Margins
- c. Insert Picture From File
- d. New slide

21. What is this icon?



- a. Left Tab
- b. Italic
- c. Center
- d. Justify

22. What is this icon?



- a. Hide slide
- b. Insert chart
- c. Increase list level
- d. Increase font size

23. After you have chosen a slide layout, can you make any changes to it?

- a. True
- b. False

24. In PowerPoint, starting from scratch means you start from a blank presentation.

- a. True
- b. False

25. During a presentation, you can use the mouse pointer as a "pen" to draw on a slide.

- a. True
- b. False

26. Which is the best view to use to rearrange slides in a presentation?

- a. Normal
- b. Slide Show
- c. Slide Transition
- d. Slide Sorter

27. Which of the following is a true statement about scroll bars?

- a. Scroll bars allow you to scroll between different type of views
- b. Scroll bars allow you to zoom into and out of a slide
- c. Scroll bars help you move vertically and horizontally in the pane

28. You can link a website to a presentation

- a. True
- b. False

29. Which PowerPoint master is used to format the first slide of your presentation?

- a. Slide master
- b. Title master
- c. Handout master
- d. Notes master

30. To change the font of the text, you must first ___ it.

- a. Select
- b. Underline
- c. Bold

31. PowerPoint animation effects let you control
- The order in which text and objects are animated
 - The direction from which objects appear
 - Which text and objects are animated
 - All of the above
32. Even though the design template specifies fonts and styles for text, you can change the font of any text in a presentation.
- True
 - False
33. Where can you find the command to access slide, note, or handout masters?
- Home tab
 - Insert tab
 - Design tab
 - View tab
34. If you want to change the background of a particular slide, which tab would you choose?
- View tab
 - Insert tab
 - Design tab
35. Text can be vertically aligned to what side of a text box?
- Top
 - Middle
 - Bottom
 - Any of the answers are correct
36. What is the shortcut to start a slide show from the first slide?
- Shift + S
 - F5
 - ALT + S
 - Any of the answers are correct
37. Which Ribbon contains commands that apply an entrance effect to a selected chart?
- Transitions
 - Chart Tools Layout
 - Chart Tools Design
 - Animations
38. Which type of text may be formatted to print at the bottom of every page?
- Notes
 - Footer
 - Caption
 - Endnotes
39. Which type of text may be formatted to print at the top of every page?
- References
 - Caption
 - Header
 - Notes
40. What does the wavy, green line under a word in a presentation mean?
- Misspelling
 - Synonym available
 - Antonym available
 - Grammar Error
41. What is the maximum number of slides that can be included in a PowerPoint?
- 12
 - 20
 - 25
 - Unlimited
42. The Slide Sorter view will allow you to do which of the following?
- Insert pictures
 - Insert a chart or graph
 - Change the order of the slides

The Internet: Quiz

1. It a network that links computers in one site or location.
 - a. LAN Network
 - b. PSTN Network
 - c. WAN Network
2. It a network that links computers in different cities or countries?
 - a. LAN Network
 - b. PSTN Network
 - c. WAN Network
3. The Internet was first created for
 - a. Scientific use.
 - b. Military use.
 - c. Civilian use.
4. An Internet address is known as an _____.
 - a. Universal Resource Locator (URL)
 - b. Internet Service Provider (ISP)
 - c. America Online (AOL)
5. Which of the following URL domains would be used for a non-profit group?
 - a. .com
 - b. .net
 - c. .org
6. What is the domain name of this URL address,
<http://www.microsoft.com/education> ?
 - a. http://
 - b. www
 - c. Microsoft.com
7. HTTP stands for
 - a. Hyperlink Transfer Protocol
 - b. Hypertext Transfer Protocol
 - c. Hypertext Transmit Preview
8. What is the domain name of this email address, yugo.griffin@lw210.org?
 - a. yugo
 - b. griffin
 - c. lw210.org
9. Which one is the AT symbol?
 - a. #
 - b. @
 - c. &
10. Which domain extension represents an education facility?
 - a. .edu
 - b. .mil
 - c. .gov
11. What does www stand for?
 - a. World Wide Web
 - b. World Wide Wishes
 - c. What We Want
12. The file format of most WebPages is _____.
 - a. HTTP
 - b. HTML
 - c. .com
13. Which protocol moves files from the server to a user's computer and reverse as well?
 - a. Hypertext Markup Language
 - b. Hypertext Transfer Protocol
 - c. File Transfer Protocol
14. Which extension indicates a web page?
 - a. .doc
 - b. .jpeg
 - c. .html
15. The World Wide Web changed the use of the Internet by
 - a. Bringing multimedia into the internet.
 - b. Making the internet user friendly for personal computer users
 - c. All of the above.
16. To access the Internet, which network protocol is required?
 - a. TCP/IP
 - b. DHCP
 - c. ISP